

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-062**

<b>CLASSIFICATION TITLE</b> Staff Services Manager III	<b>OFFICE/BRANCH</b> Administration/Administrative Services/Human Resources	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Chief of Human Resources	<b>POSITION NUMBER</b> 311-001-4802-002	<b>EFFECTIVE</b> 11/15/2018

**GENERAL STATEMENT:**

Under the general direction of the Chief of Administrative Services for the High-Speed Rail Authority (Authority), the Chief of Human Resources is responsible for overseeing the Administration Office's human resources, workforce planning and organizational development efforts. The incumbent ensures the direction of strategic goals and objectives for the Administration Office by developing policies and procedures and implementing programs. Through subordinate managers, the Chief of Human Resources provides oversight and management to staff within the Human Resources Section. The Chief of Human Resources is the point person with the Governor's Office, Transportation Agency, control agencies, executive staff and management for issues pertaining to human resources, workforce planning and organizational development related issues. The goal of this position is to alleviate executive management of human resources, workforce planning and organizational management detail. Oversees subordinate employees that are responsible for daily human resources activities, including executive recruitment and selection, civil service selection services, classification and pay, examinations, transactions, position control, training and staff development, benefits, return to work, labor relations, and progressive discipline.

The Chief of Human Resources will maintain employee relations and will promote customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

All duties are performed in accordance with the laws, regulations and policies, as applicable to the Authority, of the California Department of Human Resources (CalHR), the California State Personnel Board (SPB), the California State Controller's Office (SCO), the California Department of Finance (DOF), the California Public Employee's Retirement System (PERS), the California Department of Transportation (Caltrans), the California Department of Technology, the California Department of General Services (DGS), the California Department of Fair Employment and Housing, the Federal Railroad Administration, the U.S. Department of Justice and the U.S. Equal Employment Opportunity Commission.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M)	

45% (E)	Manages, supervises and directs the development and implementation of policies, guidelines, and standards for the Authority's administrative operations within the Human Resources Section.
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Recommends and implements policies and plans that support the Authority's infrastructure goals and strategies. Develops strategic direction for the Administration Office in conjunction with the Chief of Administrative Services.

Makes recommendations to the Chief Administrative Officer regarding the formulation and/or administration of policy and long-range planning for the Authority's administrative programs and services. Makes recommendations pertaining to organizational development. Reviews proposed legislation to determine the impact on the administrative operations of the Authority and provides recommendations for implementation.

Manages, supervises and directs the subordinate managers who plan, develop and coordinate the day-to-day personnel operations in accordance with the Authority's policies, procedures and processes for personnel management in the areas of executive recruitment and selection, civil service selection services, classification and pay, examinations, transactions, position control, training and staff development, benefits, return to work, labor relations, and progressive discipline. In addition, the incumbent ensures all applicable personnel laws and rules are adhered to in the performance of personnel services.

Manages, supervises and provides guidance to subordinate managers who are responsible for ensuring compliance with merit principles and civil service laws and rules for the hiring, promotion, and retention of qualified individuals. Ensures that the strategies maximize best practices and increase the Authority's effectiveness in hiring, promoting and retaining qualified individuals in compliance with the merit system and civil service laws and rules.

Provides guidance and direction to Authority managers and supervisors, as well as subordinate managers regarding staff performance and progressive discipline, including review and approval of probationary reports and individual development plans, merit salary adjustments, counseling memorandums and adverse actions/rejections on probation.

Provides guidance and direction to subordinate managers who are responsible for administering the training and employee recognition programs by ensuring that the programs operate consistently, effectively and economically.

20% (E) Advises and supports the Chief Executive Officer, Chief Deputy Director, Chief Operating Officer, Chief Administrative Officer and Chief of Administrative Services on human resources, workforce planning and organizational development-related statutory requirements. The incumbent is the also the point person with the Governor's Office, Transportation Agency, control agencies, executive staff and management for issues pertaining to human resources, workforce planning and organizational development related issues.

Advises and assists all other executive staff and managers regarding the formulation, implementation and evaluation of initiatives, programs and visions that impact leadership development and effectiveness, internal employee communication, succession planning, creating a healthy organizational culture and building workforce capability. The incumbent will focus on recruitment and retention, employee performance concerns, organizational development strategies and training strategies for Authority staff. Will act on behalf of the Chief of Administrative Services when necessary.

- 20% (E) Attends and participates in meetings and briefings with executive staff, Authority staff and representatives from the Transportation Agency, CalHR, Department of General Services, DOF, and the Department of Transportation. The incumbent also consults with executive staff regarding the development and implementation of future contracts for leadership, management and staff development needs.
- 10% (E) Facilitates re-organizations for the Authority, as necessary. Participates in exercises which clarify roles and responsibilities of Authority offices, branches and teams. Coordinates with the human resources offices of the Authority's consultant firms, as necessary. Manages, supervises and directs subordinate employees who are responsible for managing the consultant contracts and negotiations pertaining to the administrative operations within the Authority.
- 5% (E) In order to oversee the Human Resources Section budget, the incumbent oversees the development, monitoring and ensures necessary changes to the Human Resources Section's operating budget. The incumbent also oversees and tracks general expenses, the training budget, on-loan employee expenditures, and position requests and project needs for positions and expenditures for the upcoming fiscal year.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

### **DESIRABLE QUALIFICATIONS:**

- Extensive knowledge of current personnel policies, practices, trends, and strategic plans;
- Experience with policy and procedure development;
- Ability to analyze situations and adopt effective courses of action;
- Experience directing and motivating staff;
- Ability to express ideas and information in writing and orally clearly, accurately, and in an organized manner;
- Understand the importance of meeting business needs through innovative solutions;
- Ability to handle multiple tasks, be creative, highly motivated and handle rapidly changing priorities and demonstrate leadership ability.

**SUPERVISION EXERCISED OVER OTHERS:**

The incumbent manages the employees under the Human Resources Section (including labor relations and training).

**PUBLIC AND INTERNAL CONTACTS:**

This position requires the ability to interact with high-level officials in both the public and private sectors with tact and diplomacy and to maintain cooperative working relationships with Authority members and staff. Contacts may include Federal, State and local government entities.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The incumbent provides strategic direction regarding matters pertaining to the Administration Office of the Authority. Expert advice to top management is essential to avoid errors that could expose the Authority to criticism from the legislature and seriously restrict the capability and flexibility of the department. Errors in any of the above areas could have a disastrous impact on the Authority and loss of funding.

**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

**WORK ENVIRONMENT:**

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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